App. F. IX-4

Previous References 1928. (LB) **File No.** 133-28

Serial Nos. 1-2

Later References

General and Revenue Secretariat.

Serial Nos.

Part B for March 29

SUBJECT

Rules framed by the Govt Sec 22-9-7
for the destruction and preservation of Records

2 20/ The President Govt Sec 22-9-7
Nos 6113/L 18-3-29
Approves of the said Rules

HB
30-3-29

Serial No.

1

Letter no C.2 Dy 8.2.29 from the Prest Samy Board. X.Q.7 forwards for sanction a copy of the rules for the preservation & destruction of records, approved by the Board at their meeting dated. 21 Dec. 1928.

G.O no. 738-787 E Dy 299 Dy 14.8.1918 prescribing certain rules for the arrangement, & custody of Govt records is put up. The rules proposed by the Samy Board are not so elaborate as those required to above, but they provide for all important items & may perhaps be approved.

MK
19.2.29

2. The rules adopted by the Mysore City Trust Board are put up. (Pages 46 to 52 of the Manual put up). The rules proposed by the Samy Board are mainly the same. The following provisions inserted by the Trust Board

R.

NOTE—Contn. sheet

Serial No.

may be added to the draft rules under consideration:-

1. The front & sides of the shelf containing permanent records shall be filled with wire work so as to admit free ventilation vide (Rule 3 of the 7th Sch)

2. Under Rule 13 the following clause may be added:-

The state of the library, whether the Rules, Regns etc are corrected up to date.

22/2 AS 2nd Member. 25/2

Put up 25/2

Yes 25/2 MP

25/2 MP

OFFICE OF THE SECOND MEMBER OF COUNCIL
20 FEB 1929
No. 6529

Draft put up

14/3 AS. 14/3 MP

2 G.O. No. L. 6113 Dy 18-3-29. Approval of the Rules. With an alteration

Printed Copies have been recd. This may now be recorded in "B"

26-8-29 Please put up a printed copy and Record in B 26/8/29

WD 021—GPB—30,000—21-8-28

C. No. 2/28-29
Encls Two.
192 192

OFFICE OF THE PRESIDENT, SANITARY BOARD,
KOLAR GOLD FIELD.

Dated, Champion Reefs 8th February 1929.

GEN. & REV. 1
14 FEB. 1929
L. S. G. BRANCH

L 3557

From

A.V.Ramanathan, Esq.,B.A.,
President, Sanitary Board, Kolar Gold Field,
CHAMPION REEFS.

To

R.Ranga Rao,Esq.,B.A.,B.L.,
General Secretary to the Government of His Highness
the Maharaja of Mysore, B a n g a l o r e.

SIR,

I have the honour to state that there is a fairly large record section in the Sanitary Board office, with records of 30 years' standing. At present there are no Rules regulating the preservation and destruction of these records in this office. It was found desirable to have a set of Rules for the purpose.

2. A set of Rules on the lines indicated in the Municipal - Account Manual has been framed and passed by the Board at their -- last meeting on 21st December 1928 for adoption.

3. I have the honour to request that you will be so good as to obtain the sanction of Government to these Rules. A copy of the Rules is herewith submitted.

4. A copy of the Board's resolution is also enclosed.

I have the honour to be,

S i r,

Your most obedient servant,

FOR PRESIDENT.

Proceedings of the 2nd Ordinary Meeting of the K.G.F. Sanitary Board, held on Friday the 21st December 1928, at 3.30 P.M. in the Sanitary Board Office, Champion Reefs.

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x x x

5.(i) Subject No. 5 of the 1st Ordinary Meeting dated 24th August 1928, re. the entertainment of a wholetime clerk to be in charge of Record Section in the Sanitary Board Office

(ii) Draft Rules for the preservation and destruction of Records.

Resolution:- (i) Pending disposal of the question which may be brought up again at the next meeting of the Board, temporary arrangements may be made similar to those approved by the Board on the last occasion, at their meeting held on the 24th August 1928.

(ii) The draft Rules ~~x~~ framed are suitable and may be adopted, with the sanction of the Government.

Sd.A.K.Syed Taj Peeran,

President,
K.G.F.Sanitary Board.

" C o p y "

For President,
22nd January 1929. K.G.F.Sanitary Board.

8th February 1929

G.R.S. VI G 34]

SUBJECT.....

.....

.....

Diary No. of letter replied to.....

General and Revenue Secretariat

( )

, *the* , 192 .

Date of issue.... 18/3/29

Signed by.... my g. RS Iyer

May this be

i Printed ?

ii treated as a standing order ?

iii published in the Gazette, English Part ?

iv translated ?

v placed at the disposal of the press ?

vi published in the Gazette, Kannada Part ?

Section LB

File No. 133-28

Serial No. 2

Proceedings of the Government of His Highness the Maharaja of Mysore

Read— Letter no. C-2-28 dy 8-2-29 from the Presidt Lamy Board K.G.F, forwarding for sanction draft rules for the preservation and destruction of records in the Boards office and stating that the rules have been approved by the Board at their meeting held on 21 Decr 28.

~~Order Thereon~~ No.

order.

Order no L6113 Enc Rules.
d 18/3/29 Dy.

The draft rules are approved with the following additions: —

1. The following will be added to Rule 3 as a Sub clause: —
The front sides of the Sheets containing permanent records shall be filled with wire work so as to admit of free ventilation

2. The following will be added to Rule 13 as clause iv.": —
The state of the library & whether the Rules & Regulations are corrected up to date.

Half a days visit of Minute as jointly limited may be sent to Spark for reference

WB
15/3
for Secretary.

List of enclosures:

Copied by

Examined by K.G.F. 15/4/29.

To The Private Secretary
with a copy of the draft rules.

WD 1883—GPB—1,000,00—21-12-21

Proceedings of the Government of His Highness

the Maharaja of Mysore.

R e a d :-

Letter No.C.2-28 dated 8th February 1929 from the President, Sanitary Board, Kolar Gold Fields, forwarding for sanction draft rules for the preservation and destruction of records in the Board's Office and stating that the rules have been approved by the Board at their meeting held ~~at their meeting held~~ on 21st December 1928.

Order No.L. 6118/LSB 133-28-2

Dated, Bangalore, the 18th March 1929.

The draft rules are approved with the following additions :-

1. The following will be added to Rule 3 as a sub-clause :-

"The front and sides of the shelf containing permanent records should be fitted with wire work so as to admit of free ventilation."

2. The following will be added to Rule 13 as clause iv :-

"The state of the library and whether the Rules and Regulations etc, are ~~xxxxxxxx~~ corrected up to date."

Half a dozen copies of the rule as finally printed may be sent to Government for reference.

For General Secretary to Govt.

To

The President, Sanitary Board, Kolar Gold Fields with a copy of the draft rules.

mk.2.

C. No. 2 Encls 6
192 8 192 9

OFFICE OF THE PRESIDENT, SANITARY BOARD,
KOLAR GOLD FIELD.

Dated, Champion Reefs 11th July 1929.

GEN. & REV. SECT. 227 13 JULY 1929 L. S. G. BRANCH

LB 133-28-

From

A. V. Ramanathan, Esq., B.A.,

President, Sanitary Board, Kolar Gold Field,

CHAMPION REEFS.

To

B. Narayanaswami Iyengar, Esq., B.A., B.L.,

Offg. General Secretary to the Government
of His Highness the Maharaja of Mysore,

B A N G A L O R E.

SIR,

As directed in Government Order No.L.6113 L.B.133-28-2 dated 18th March 1929, I have the honor to submit herewith half a dozen copies of the Rules for the guidance of Record Keeper in the preservation and registry of Sanitary Board records as finally printed.

I have the honor to be,

S i r,

Your most obedient Servant,

For President,

K.G.F. Sanitary Board.

Issued for perusal.

15-7-29

For reference

GEN. & REV. SECT. L. S.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

Read:—

Letter No. C.2/28-28 dated 8th February 1929 from the President, Sanitary Board, Kolar Gold Fields, forwarding for sanction draft rules for the preservation and destruction of records in the Board's Office and stating that the rules have been approved by the Board at their meeting held on 21st December 1928.

Order No. L.6113/L.B.133-28-2/Encl. Draft Rules.

Dated, Bangalore, the 18th March 1929.

The draft rules are approved with the following additions:—

1. The following will be added to Rule 3 as a sub-clause:—

   (i) "The front and sides of the shelf containing permanent records should be fitted with wire work so as to admit of free ventilation."

2. The following will be added to Rule 13 as clause iv:—

   (iv) "The state of the library and whether the Rules and Regulations, etc., are corrected up to date."

Half a dozen copies of the rule as finally printed may be sent to Government for reference.

Signed. T. K. SOMESWARA IYER,
For General Secretary to Govt.

To

The President, Sanitary Board, Kolar Gold Fields with a copy of the draft rules.

Rules for the guidance of Record Keeper in the preservation and Registry of Records.

1. The records of each year must be kept distinct and separate; and the name of the year to which the papers appertain should be legibly and clearly indicated by means of a printed label in bold characters or any other suitable manner.

2. Great care must be taken to tie the papers securely so that they cannot slip out of bundles.

3. All records chosen for permanent preservation should be classified according to their subject matter, arranged chronologically and preserved in dufters which must show on the outside the subject matter of the records and the date of the earliest and latest papers contained therein. The dufter should be kept in almirahs, by preference.

(i) The front and sides of the shelf containing permanent records should be fitted with wire work so as to admit of free ventilation.

4. Each file or bundle shall be complete in itself and contain all the papers bearing on any single subject, properly arranged and stitched into a book with a thick outer cover and a facing sheet of contents.

5. An alphabetical index under subject heads shall be maintained of such records. The index must show :—

1. Serial No. of the subject.
2. The subject heading.
3. The subject matter by catch words with description for special identification of the record.
4. Date of final disposal.
5. No. of dufter (or almirah) in which lodged.
6. Its order among the papers in the dufter or almirah.
7. No. of the shelf.

6. Records chosen for preservation for definite periods should be arranged chronologically, according to the **Disposal Number system.**

7. Accounts registers, periodical returns, gazettes and similar papers should as far as possible be kept in separate dufters.

8. A list in book form should be kept to show the contents of each dufter in the almirahs.

9. When papers are taken out of the record room for reference an entry to that effect should be made in the records issue register and a slip containing the following particulars should be substituted for every paper so removed :—

The slip shall show :—

1. Serial No. of Issue Register.
2. The date and No. of the papers put up.
3. The officer for whom put up.
4. The date on which it is issued.
5. The necessity for the reference.
6. The signature of the clerk taking it.
7. Initials of Record Keeper.

10. The person taking papers out of the record room should be held responsible for returning them within a reasonable length of time. If the papers are not returned within this time, the Record Keeper shall get them by issuing timely reminders.

11. The Records Issue Register will show :—

1. Serial No.
2. Date of receipt into records.
3. Date of issue from records.
4. Purpose for which taken.
5. Full signature of the clerk taking.
6. Initials of Record Keeper.
7. Date of return.
8. Signature of clerk taking the record.
9. Initials of Record Keeper receiving it.
10. Remarks.

12. Records, books and papers chosen for destruction should be burnt in the presence of the Vice president. A register shall be kept of all such records destroyed, giving briefly the substance of the papers destroyed, their dates and a note of the order for destruction.

13. (i) The President will inspect the records once a year and see whether the Record Room is in good repair protected from white ants and the roof is not leaky and whether it is kept clean and secure from entry from outside and sufficiently lighted.

(ii) Whether the records are properly indexed and preserved.

(iii) Whether the useless records have been destroyed during the year.

(iv) The state of the library and whether the Rules and Regulations, etc., are corrected up to date.

K. G. F. SANITARY BOARD.

A. List of Sanitary Board Office Records to be preserved permanently in the Sanitary Board Office.

Sl. No.	Description of Papers.
1.	Register of Proceedings of Meetings of the Sanitary Board.
2.	Imprest book (Contingent Register.)
3.	Imprest and Cash Balance Register (Petty Cash Register.)
4.	Cash Books.
5.	Register of Receipts and Expenditure (Abstract.)
6.	Circular orders and Rules, etc., of permanent interest.
7.	Order Book.
8.	D. Dis. Registers and papers connected with R. Disposal and all important files and records.
9.	Petition Current register.
10.	Register of Pensions paid.
11.	All vouchers of expenditure.
12.	Miscellaneous Current Register.
13.	Budgets sanctioned by Government and Government Proceedings.
14.	Monthly Cash Accounts.
15.	Register of all sanctioned works with estimates, plans and completion bills and reports and measurement books.
16.	C. Register (Works.)
17.	Cheque book margins.
18.	Counterfoils of cheque books.
19.	Statement of cheques issued.
20.	Records connected with the allotment and enjoyment of buildings.
21.	Mutchalikas obtained from people regarding the enjoyment of vacant sites and buildings,
22.	Statement of sites reserved for public purposes.
23.	Acquittance Rolls and Baravards.

Sl. No.	Description of Papers.
24.	Schedule of establishment.
25.	Register of taxes (Building taxes and their revision from time to time.)
26.	Correspondence relating to the introduction and abolition of new taxes.
27.	Papers connected with remission and imposition of taxes.
28.	Register of Sanitary Board buildings and properties.
29.	Records of encroachment on public roads, etc., which are the property of Sanitary Board.
30.	Maps, plans, etc., of the Sanitary Board.
31.	Correspondence relating to the constitution of Sanitary Board.
32.	Papers relating to water supply to towns and villages.
33.	Correspondence relating to the changes of names of occupants.
34.	Papers connected with the establishment and abolition of cattle pounds.
35.	Stock register of furniture, etc.
36.	Papers relating to the establishment of fairs, shows, and opening of dispensaries, schools and musafirkhanas, or chattrams.
37.	Records connected with private wells handed over to Sanitary Board by private individuals.
38.	Abstract from general statistical returns received from the Health Office.
39.	Administration Reports.
40.	Printed copies of Annual reports, etc.
41.	Register of records to be preserved and of those to be destroyed.
42.	Papers (including petitions) not falling under any of the other heads which the Head of the Department orders to be permanently preserved.
43.	Register showing the description and extent of lands acquired, prices paid, etc.
44.	Travelling allowance register.
45.	Scale Register of Establishment.
46.	Pass Books.
47.	Vehicle tax Registers.
48.	Remittance Registers.
49.	Register of registration of births and deaths.
50.	Register connected with ground rents, etc.
51.	Register of building licenses.

B. List of papers to be preserved for specific periods and destroyed at the end of such periods in the K. G. F. Sanitary Board Office.

1.	D1. Dis. Papers.	10 years.
2.	D2. Dis. ,,	2 ,,
3.	Notices issued to members to attend the meeting of the Board.	1 ,,
4.	Papers relating to the absence of members from consecutive meetings of the Board	1 ,,
5.	Sundry papers for preparing monthly accounts.	1 ,,
6.	Sundry periodical accounts of minor importance.	1 ,,
7.	Demand, collection and balance statements.	2 ,,
8.	Monthly accounts and returns.	2 ,,
9.	Draft Budget Estimates submitted to Government.	2 ,,
10.	Papers connected with the preparation of Adminstration Reports.	2 ,,
11.	Returns of Labour cases attended by Midwives (Health Office.)	2 ,,
12.	Vital statistics and accounts mortuary and vaccination.	2 ,,
13.	Petitions for reduction of taxes, ground rents and papers relating thereto.	2 ,,
14.	Notice of demand for arrears of Revenue and warrants.	2 ,,
15.	Sale records of unserviceable tools & plants.	2 ,,
16.	Vouchers received from dogs and snake killers for reward paid to them	2 yrs. & until audit is over.
17.	Circular orders, reports, yadis, etc., of no permanent interest and routine correspondence.	2 years.
18.	List of articles belonging to the Board sold by public auction.	2 ,,
19.	Miscellaneous correspondence of no important interest from superior authorities to subordinate officers.	2 ,,
20.	Annual accounts accompanying administration Report.	2 ,,
21.	Book of receipts and issue of stationery articles and printed forms.	3 ,,
22.	Repayment of deposits.	10 ,,
23.	Register of deposits.	10 ,,

24.	Receipt books.	5 years.
25.	Counterfoil of receipts.	5 ,,
26.	Counterfoil of receipts of cattle pounds.	Until audit is over.
27.	Counterfoils of Market and Slaughter House Tickets.	Do.
28.	Do Ground rent receipts.	Do.
29.	Papers connected with cattle pound receipts and remuneration to pound keepers.	5 years.
30.	Do. Contingent registers.	5 ,,
31.	Annual Accounts received from subordinate office.	5 ,,
32.	Sale records of Amarai	5 ,,
33.	Paper connected with the sale of dead trees, manures, etc.	5 ,,
34.	Papers relating to the remuneration of village servants for the collection of Mohatarfa taxes, etc. (Potgi, etc.)	5 ,,
35.	Register of collection of Bungalow fees.	10 ,,
36.	Work files with estimates of Sanitary Board works.	10 ,,
37.	Visitors books kept in Musafiirkhanas.	12 ,,
38.	Remission statements.	12 ,,
39.	Papers relating to the grant of license for building houses.	12 ,,
40.	Register of shop licenses, papers relating to grant of licenses and counterfoils of licenses and milk licenses.	5 ,,
41.	Register of births and deaths	20 ,,
42.	Register of Market, Slaughter house tickets and other allied tickets sold, etc.	5 ,,
43.	Sale records of unclaimed cattle impounded	2 years after claims are settled.
44.	Paper connected with the grant of leave to officials or their appointment promotion and punishment or disbursements.	30 yrs. or till the official dies or his pension claims are settled after retirement.
45.	Service Register.	Till death or retirement of the incumbent concerned.

46.	Papers relating to the misconduct of Sanitary Board servants.	Till the servants concerned have retired or dead.
47.	Deeds, agreements and security bonds taken from contractors and others	Till the conditions are fulfilled.

V. VEDAVYASACHARYA,
For President,
K. G. F. Sanitary Board

February, 1929.

Imperial Press, Robertsonpet.